

18 February 1982

Classification Review Procedure

CRP 82-1/OSS

PROCESSING DOCUMENTS ON CHARGE-OUT


The purpose of this procedure is to ensure that all documents on charge-out sheets in the Agency Archives and Records Center (AARC) are reviewed prior to their being returned to the boxes in the AARC.

Action to be Taken by OSS Team Review Officers:

1. When a reviewer comes to a charge-out sheet in the box of records under review, he completes a Form 490, AARC Service Request. A copy of Form 490 is attached. This form will be used until further notice.
2. The officer removes the last copy of the completed Form 490 and forwards it to RMB/MPG/IMS/DDO, Room 1D27, Headquarters.
3. He staples perpendicularly the completed Form 490 to the charge-out sheet and leaves it in the box.

Action to be Taken by AARC Personnel:

When AARC personnel find a Form 490 attached to the charge-out sheet when returning a document to the box, they will send the document to the OSS Review Officer who completed the 490. The OSS Officer reviews the document and returns it to the AARC, where it is filed into the box.


Chief, Classification Review Division

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Attachment:

Form 490 (AARC Service Request)

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